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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

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U. S. DEPARTMENT OF AGRICULTURE

January 13, 1943

DIRECTOR'S MEMORANDUM NO. 39

Policy on the Employment of WPB Dollar-A-Year Personnel Transferred to the
Food Distribution Administration

In connection with the transfer of WPB personnel under the Executive Order 9280, questions have arisen concerning the assignment of transferees, who include some 43 persons who have been employed in the WPB on a dollar-a-year basis. Accordingly, the following policies are outlined:

1. No one shall be employed in the FDA on a dollar-a-year basis of compensation.
2. All Deputy Directors and Chiefs of Branches of the FDA shall be full-time, paid employees of the Government.
3. All persons having procurement functions in the FDA shall be full-time, paid employees of the Government.
4. All persons administering any orders in the FDQ series shall be full-time, paid employees of the Government.
5. Those persons employed on a dollar-a-year basis as they are transferred into the FDA, shall be invited to accept positions as full-time, paid employees of the Government, ceasing entirely to receive compensation from a private corporation or similar enterprise.
6. If they feel that this involves a sacrifice which they are unwilling to make financially or otherwise but wish to contribute their time and broad experience to their Government in war time, they shall be assigned to a Consultants Panel without compensation. The Consultants Panel as such shall have no administrative responsibility or authority.
7. Personnel from such Consultants Panel shall be available as consultants to any Deputy Director or Branch Chief to perform duties as a consultant under their personal direction.
8. In order that their status as consultants without administrative responsibility or authority, shall be entirely clear and to protect them as well as those executives utilizing their services from any misinterpretation of their status and function, it shall be clear in all instances that:

- a. No person who is serving without compensation as a consultant shall participate in making any determination directly affecting the affairs of the firm or company in which he is employed.
- b. The services of such persons shall be utilized as a consultant in connection with problems which require special business or technical knowledge and experience; for other work, we will employ paid personnel.
- c. Any person whose services are utilized as a consultant without compensation shall be subject to the same supervision and direction as regular, salaried employees and are expected to observe established policies and regulations.

Roy F. Hendrickson
Director

WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

March 23, 1944

DIRECTOR'S MEMORANDUM NO. 39
Revision 1

Employment of Persons Without Compensation

- I. Director's Memorandum No. 39 states that no person shall be employed in the Office of Distribution on a dollar-a-year basis; that all Deputy Directors and Branch Chiefs shall be full-time, paid employees; that all persons having procurement functions shall be full-time, paid employees; that all persons administering any orders in the FDO series shall be full-time, paid employees; and that all persons serving without compensation shall be assigned to a Consultant's Panel but shall have no administrative responsibility.
- II. The foregoing restrictions on employment are hereby rescinded.
- III. The Consultant's Panel referred to shall continue to exist. Persons serving without compensation and having administrative responsibility and authority may be assigned to the Consultant's Panel. Detailed instructions on the Consultant's Panel will be issued in a General Administrative Instruction.

This Memorandum supersedes Director's Memorandum No. 39, dated January 13, 1943.



Director

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